



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 2-23-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 14 1972 86 MAR 14 1972			
2. Agency Application No. GDPA-20				3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Food Sanitation Service 47 Trinity Avenue Atlanta, Georgia			
4. Person to Contact Mr. Garnet DeHart				5. Working Title Food Sanitation Section		6. Tel. No. 656-4883	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Inclusive Dates 1967 - Present		9. EXACT SERIES TITLE Chain/Franchise Food Establishment Files					
10. What function performed resulted in creation of this series <p>State Regulations require that food establishments submit an application to local health department and to State Office for review of plans and specifications for food service establishments. State office reviews plans and specifications and notes comments of food establishment. Adjustments are made by establishment before operation of establishment is begun. Correspondence regarding the construction and development of establishment is maintained on each facility to verify that the facility is abiding by State regulations, and the nature of these chain franchises are repetitive in development and construction.</p>							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>This file series consist of letters regarding the review and notations made of the plans and specifications, notes on the construction site, and the correspondence from the local health Department on the food service establishment.</p>							
12.							
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		1	1½			½	¾
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
				By Annual Accumulation		This Year's	Last Year's
				AVERAGE DAILY REFERENCES		2	1
						0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed?
Only with great difficulty ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Mr. Ben Wright - Environmental Technologist

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER bi-annually, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s) / 3 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a. ☐ Destroy.

b. ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Ben Wright</i>	Recommendations prepared by <i>Garnett L. DeHart</i>	Approved for Division Date <i>W. S. Lomax</i>	Records Management Officer Date <i>Donna M. How</i> 2-23-72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, Jr.</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Charles West</i>	Date 3-13-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben W. Fortson, Jr.</i>	Date 3-14-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 3-14-72